



JUDICIAL COUNCIL
OF CALIFORNIA

COURT EXECUTIVES
ADVISORY COMMITTEE

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COURT EXECUTIVES ADVISORY COMMITTEE

RECORDS MANAGEMENT SUBCOMMITTEE

OPEN MEETING AGENDA

Open to the Public (Cal. Rules of Court, rule 10.75(c)(1))

THIS MEETING IS BEING RECORDED

Date: April 8, 2016
Time: 11:00 A.M. – 12:00 P.M.
Location: Conference Call
Public Call-In Number 1-877-820-7831, Passcode: 4246937 (Listen Only)

Meeting materials will be posted on the advisory body web page on the California Courts website at least three business days before the meeting.

Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order.

I. OPEN MEETING (CAL. RULES OF COURT, RULE 10.75(C)(1))

Call to Order and Roll Call

Mr. Richard D. Feldstein, Subcommittee Chair and Court Executive Officer, Superior Court of California, County of Napa

Approval of Minutes

Approve minutes of the March 7, 2016, CEAC Records Management Subcommittee meeting.

II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(2))

Written Comment

In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to ceac@jud.ca.gov or mailed or delivered to Judicial Council of California, 455 Golden Gate Avenue, San Francisco, CA 94102, attention: Josely Yangco-Frona. Only written comments received by 11:10 a.m. April 7, 2016, will be provided to advisory body members.

III. DISCUSSION AND POSSIBLE ACTION ITEMS (ITEM 1-2)

Item 1

Records Sampling and Destruction: Amend Cal. Rules of Court, rule 10.855 (Action Required)

Review the public comments and draft responses. Also review the proposed Judicial Council draft report and determine whether to ask CEAC to recommend that all or part of the proposal be submitted to the council for consideration during its June 2016 meeting.

Presenters: Mr. Feldstein
Mr. Patrick O'Donnell, Principal Managing Attorney, Legal Services
Ms. Tara Lundstrom, Attorney, Legal Services

Item 2

Next Steps

TCRM Updates

- 11.1.1 Court Records Sampling Program (to reflect changes to rule 10.855)
- 11.3 Cases Accepted for Review by the Supreme Court (to reflect changes to rule 10.855)
- Appendix 2 Rotation Assignment for Longitudinal Sample
- Develop guidelines on the contents of electronic registers of action
- Develop standards and guidelines that govern maintaining electronic court records as data.

Presenter: Mr. Feldstein

IV. ADJOURNMENT

Adjourn